



## **Attention Municipal Officials and Environmental Professionals**

### **Change in Procedure for Submitting Wetlands Dredge and Fill Permit Applications to NHDES**

As of June 17, 2014, town and city clerks are no longer required to mail Wetland Dredge and Fill permit application forms to NHDES. Town and city clerks are now only required to sign and certify that the municipality in which the property is located has received four copies of the application form and attachments. After the town or city clerks signs and certifies receipt of the application form and attachments, the applicant is responsible for either mailing or hand delivering the original permit application form and attachments to NHDES. Permit application forms can be hand delivered to NHDES during normal business hours; Monday through Friday, 8am to 4pm.

Town or city clerks must still ensure a copy of the permit application form and attachment are provided to the local governing body, and, if any, the municipal planning board and the municipal conservation commission. The town or city clerk must also retain one copy of the permit application form and attachments to be made reasonably accessible to the public.

If you have questions about this new procedure, please call (603) 271-2147.